

**EAST LONGMEADOW PUBLIC SCHOOLS**  
180 Maple Street      East Longmeadow, MA 01028  
(413) 525-5450: Press 5 for Transportation Manager's Office  
**BUS TRANSPORTATION REGISTRATION FOR 2013-2014**

**2013**

To the Parent(s) /Guardian(s) of:

**RESPONSE REQUIRED**  
**DEADLINE: AUGUST 1, 2013**

We are beginning the process of establishing our bus routes for the 2013-2014 school year. This letter has been designed to allow parents to register all students in a family on one form. For registration purposes, a "family" is defined as all individuals who live at one primary house. YOU MUST REGISTER your student(s) for transportation annually and, if fees apply, pay the fee as established by the East Longmeadow School Committee. Also, the East Longmeadow School Committee has established a **Family Cap of \$540**. This policy applies to families that register more than two children for transportation with a fee of \$270 per student (\$1.50 per school day). In the grid below, please indicate if your student(s) will ride and, if applicable, indicate the amount of payment you are making at this time. If a "Pay" status is indicated, then a minimum non-refundable deposit of \$90 per student is required at the time of registration.

- \* The **deadline** for registration is **AUGUST 1, 2013**. In order for your child to be registered for the bus, this form needs to be signed and returned every year regardless of whether your student has a "pay" or a "free" status (see below).
- \* **Late registrations** will be processed in the order received and some buses do fill to capacity. Therefore, seating will not be guaranteed after registration deadline and late registrants may be put on a waiting list. Even if a bus is not at capacity, late registrants might not be assigned to a bus for the start of school.
- \* Return this form to the Superintendent's Office at 180 Maple Street East Longmeadow, MA 01028.
- \* If applicable, there are 3 payment options:
  1. Cash Payment: In person at the Superintendent's Office
  2. Check or Money Order payable to "ELPS"
  3. ON-LINE PAYMENTS: go to [www.eastlongmeadowma.gov](http://www.eastlongmeadowma.gov) Select: ON-LINE BILL PAY. Locate: School Department Payments. Select: Bus Fees.

Student Name	School	Status	Will Ride	Installment	Pay't in full

Signature of Parent/Guardian: \_\_\_\_\_

Optional - Email Address: \_\_\_\_\_

NOTE: If you believe that you qualify for financial assistance based upon your total family/household income on your 2012 Federal Income Tax Return, please contact the Superintendent's Office at 525-5450 for an application. A minimum down-payment of \$90 is required with the application.

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**Request for a Bus Stop Location that is DIFFERENT than Home Address:**

I request a bus stop location that is different than my home address due to Daycare reasons. I understand that this request is subject to seat availability, must be the same stop Monday through Friday, and must be on existing bus routes.

Student(s): \_\_\_\_\_ AM ( ) PM ( ) AM & PM ( )

Address of Daycare for pick up/drop off \_\_\_\_\_